



The purpose of Amendment Number 000003 is to make administrative changes. Accordingly, the following changes are made:

1. Under Section L.2 Projected Milestone Schedule, the following change is made:

a. Section L-2 Projected Milestone Schedule is deleted in its entirety and replaced with the following:

Release SIR	Date	January 22, 2009
Receive Offers	Date	March 6, 2009
Abstract/Minimum Qualification Review	Date	March 9-10, 2009
Proposal/Technical Evaluation	Date	March 11-March 27, 2009
Conduct Oral Presentations/Discussions	Date	March 30-April 8, 2009
Negotiations	Date	April 9-April 17, 2009
Responsibility Review/Revised Offers Review	Date	April 30-May 15, 2009
Award Document Decision	Date	May 18-May 19, 2009
Legal Contract Review	Date	May 19-June 5, 2009
Public Affairs Notification	Date	June 8-June 12, 2009
Award	Date	June 15, 2009

2. Under Part I – Section B, Supplies/Services & Price/Cost, the following change is made:

a. Section B is deleted in its entirety and replaced with the following:

**PART I - SECTION B**  
**SUPPLIES/SERVICES & PRICE/COST**

**B.1 General**

The Contractor must provide the necessary services to accomplish the requirements set forth under Section C, Statement of Work.

**B.2 Contract Type**

The FAA anticipates awarding an Indefinite Delivery/Indefinite Quantity (IDIQ), Fixed Price Contract. Delivery orders will be utilized to further define and cost the specific assignments under the contract.

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B.3 Estimated Minimum/Maximum Level of Effort

The estimated maximum level of effort, in dollars for the entire term of this contract is \$8.5 million. The estimated minimum level of effort in dollars to be ordered during the entire term of this contract is \$850,000.00. The Government is not bound to order services beyond its minimum level of effort.

B.4 Services to be furnished and Rates

B.4.1 Base Year – From date of award through twelve months.

<u>CLIN</u>	<u>LABOR CATEGORY</u>	<u>HOURS</u>	<u>LABOR RATE</u>
<u>TOTAL</u>			
0001	Principal Consultants	1840	
0002	Senior Consultants	1840	
0003	Consultant/Coach III	1380	
0004	Consultant/Coach II	920	
0005	Facilitator	920	
0006	Program Director	96	
0007	Project Manager	1380	
0008	Organizational Development Specialist	192	
0009	Subject Matter Specialist	96	
0010	Associate Consultant	96	
0011	Graphics Specialist	96	
0012	Management Program Analyst	1380	
0013	Administrative Support	920	
<b>ODC</b>			
	Travel	NTE	\$175,000.00
	ODC	NTE	\$15,000.00

B.4.2 Option Year One

<u>CLIN</u>	<u>LABOR CATEGORY</u>	<u>HOURS</u>	<u>LABOR RATE</u>
<u>TOTAL</u>			
1001	Principal Consultants	1840	
1002	Senior Consultants	1840	
1003	Consultant/Coach III	1380	

1004	Consultant/Coach II	920
1005	Facilitator	920
1006	Program Director	96
1007	Project Manager	1380
1008	Organizational Development Specialist	192
1009	Subject Matter Specialist	96
1010	Associate Consultant	96
1011	Graphics Specialist	96
1012	Management Program Analyst	1380
1013	Administrative Support	920

**ODC**

Travel	NTE	\$175,000.00
ODC	NTE	\$15,000.00

**B.4.3 Option Year Two**

<u>CLIN</u>	<u>LABOR CATEGORY</u>	<u>HOURS</u>	<u>LABOR RATE</u>
<u>TOTAL</u>			

2001	Principal Consultants	1380
2002	Senior Consultants	1840
2003	Consultant/Coach III	920
2004	Consultant/Coach II	920
2005	Facilitator	920
2006	Program Director	96
2007	Project Manager	1380
2008	Organizational Development Specialist	192
2009	Subject Matter Specialist	96
2010	Associate Consultant	96
2011	Graphics Specialist	96
2012	Management Program Analyst	920
2013	Administrative Support	920

**ODC**

Travel	NTE	\$175,000.00
ODC	NTE	\$15,000.00

3. Under Section L.15, d.1 (iii), Section C – SIR Section B Supplies/Services & Price/Cost, the following change is made:

a. Section L.15, d.1 (iii), Section C – SIR Section B Supplies/Services & Price/Cost is deleted in its entirety and replaced with the following:

The Offeror shall complete the pricing for the services as identified in Section B of the contract. The Offeror shall submit prices/CLIN as required in Section B, for all labor categories. The Offeror shall also summarize the proposed price for each labor category and provide the total price in the appropriate designations. The Offeror shall also complete the total proposed price for all labor categories.

4. Under Section L.17, Volume II, Section B, Professional Credentials, the following changes are made.

a. Section L.17, Volume II, Section B, Professional Credentials is deleted in its entirety and replaced with the following:

Principle and Senior Consultants must possess advanced degrees and meet the requirements as outlined in Section J – List of Attachments.

This section shall provide the individual's two page resume in a simple, systematic table format or listing, to include name, job title, proposed role, years of experience, area of expertise, degree(s), certificate(s), project experience, job responsibilities, goals achieved for project experience, years of management and technical experience, commitment letter, specific experience similar to this requirement, and the names of previous employers.

Be specific in describing the proposed personnel and their relevant experience, qualifications and background as they would relate to this requirement.

Indicate individuals proposed as key personnel that may be current employees, tentative hires, subcontractor personnel and the percentage of time devoted by each to this requirement.

Resumes are required for non-key personnel at the time of award and are limited to two pages.

5. Under Section L.17, b. (iv), Volume III – Past Performance the following change is made:

a. Section L.17, b. (iv), Volume III – Past Performance is deleted in its entirety and replaced with the following:

(iv). Volume III - Past Performance

The FAA will conduct a past performance review of each Offeror's proposal. Therefore, each Offeror shall submit written information pertaining to relevant experience involving similar size and scope of work as addressed in Section C. The information should reflect experience which occurred from October 1, 2005 through September 30, 2008. Included should be a correct government and/or industry point of contact, phone number and facsimile number. A minimum of three contracts, which demonstrate the Offeror's past experience, shall be identified.

The Offeror shall also provide a supplemental list not to exceed 10 contracts of similar size and scope (with appropriate references, points of contact, total dollar value, performance period and a brief description) of all commercial and federal contracts (excluding small purchases) awarded to the Offeror within the past three (3) years. Information regarding each offeror, garnered from a variety of individuals familiar with each Offeror's past efforts, will be used to compile a past performance history which will then become one of the evaluation factors used in the source selection process.

The Offeror may provide information on problems encountered on the contracts and subcontracts identified and address corrective actions taken to resolve those problems. Offerors should provide general information on their performance on the identified contracts. More specific performance information will be obtained from references and other sources as the FAA deems appropriate.

The Offeror may describe any quality awards or certifications received within the past three years that indicate the Offeror possesses high-quality awards or certifications for services rendered. The Offeror shall identify the segment of the company or division or the entire company receiving the award or certification. Identify the period of performance that it was applied and the date of the certificate/award.

It is requested that each Offeror send their listed private sector references a letter authorizing the reference to provide past performance information to the Government.

Each offeror is also required to provide the Past Performance Questionnaire, Attachment L-2 to points of contact for each contract referenced. Each of the Offeror's references must complete the questionnaire and mail or fax a hard copy directly to:

FAA  
Attn: John Gamble, ASU-340  
C/O Tanyka L. Lawrence  
Room 406W  
800 Independence Avenue, SW  
Washington, DC 20591

Fax to: (202) 267-5142

**6. A 2<sup>nd</sup> chart of questions asked and responses provided regarding the SIR is included at Attachment A**